

**WATER POLLUTION CONTROL AUTHORITY  
REGULAR MEETING  
Meeting Room A  
Tuesday, June 28, 2016**

**MEMBERS PRESENT:** Roger Gale, Peter Ellsworth, Tim Rainville, Stewart Morse,  
Richard Canavan

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Attorney William St. Onge, Timothy O'Sullivan, Cheryl Stadig

**1. CALL TO ORDER:** The meeting was called to order by Chairman Roger Gale at 7:00 P.M.

**GALE MOTIONED TO MOVE ITEM #5. CITIZENS COMMENTS TO ITEM #1. A.  
MORSE SECONDED, ALL IN FAVOR.**

**MORSE MOTIONED TO ADD ITEM #7. B: STATUS OF SEWER LINE TO AGENDA,  
SECONDED BY ELLSWORTH, ALL IN FAVOR.**

**A. CITIZEN COMMENTS:** Attorney William St. Onge, legal representative for Timothy O'Sullivan of 45 Butts Road, Woodstock, presented documentation to the Board Members of the WPCA stating that Mr. and Mrs. O'Sullivan are under contract to sell their 45 Butts Road property and purchase a new home. When the O'Sullivan's purchased the 45 Butts Road property, they were advised that the property was connected to the sewer and in consideration for the granting of an easement to Annhurst College in 1967 by the previous owner, there would be no sewer usage charge. The proposed purchaser of 45 Butts Road understands that they would be responsible for sewer use charges in the future but would like confirmation from the Town of Woodstock that they will not be held liable for any past charges. Attorney St. Onge presented a letter to the Board for their consideration stating such. The Woodstock Sewer District Map was reviewed. Gale opened the floor for questions. Morse stated the map shows the sewer is connected and has been for a number of years. The connection should be verified and the WPCA not held liable. If the line contributes to in-flow, the purchaser will be billed. Gale raised concern that this may set a precedent with others in the sewer district. Attorney St. Onge requested the letter signed as soon as possible. **RAINVILLE MOTIONED TO TENTATIVELY ACCEPT THE LETTER FROM ATTORNEY ST. ONGE, PENDING ADVISEMENT FROM WPCA ATTORNEY CHARLES ANDRES OF LECLAIRRYAN, SECONDED BY ELLSWORTH, ALL IN FAVOR.**

**2. APPROVAL OF THE SPECIAL MEETING MINUTES OF MAY 10, 2016:**

**GALE MOTIONED TO AMEND ITEM #6. C:**

**6. C. METER READING DEVELOPMENT UPDATE:** All of the water meters have been read for this quarter and recorded. Amended to "All of the water meters have been read for the third quarter and recorded".

**GALE MOTIONED TO AMEND ITEM #8. B:**

**8. B. WATER METER READINGS FOR FY 2015-2016:** Readings are up to date and recorded. Amended to “Readings will be estimated for the fourth quarter”. **MORSE MOTIONED TO APPROVE CHANGES AS AMENDED, SECONDED BY ELLSWORTH, ALL IN FAVOR, RAINVILLE ABSTAINS.**

**3. APPROVAL OF THE PUBLIC HEARING MINUTES OF MAY 24, 2016:**

**GALE MOTIONED TO AMEND ITEM #3:**

**PERIOD OF QUESTIONS AND ANSWERS:** Amend to “No Citizens Present”. **MORSE MOTIONED TO APPROVE CHANGES AS AMENDED, SECONDED BY ELLSWORTH, ALL IN FAVOR, RAINVILLE ABSTAINS.**

**4. APPROVAL OF REGULAR MEETING MINUTES OF MAY 24, 2016:**

**GALE MOTIONED TO AMEND ITEM #4. A. 1:**

**A. 1. REVIEW RESULTS OF PUBLIC HEARING:** No public attendance. Amend to “No Citizens Attended.”

**GALE MOTIONED TO AMEND ITEM #4. A. 2:**

**A. 2. CONSIDER APPROVAL OF FY 2016-2017 BUDGET:** Gale Motioned to retain the Sewer Usage Billing Rate same as FY 2016-2016 at \$687.76 PER EDU and \$7.53 PER GALLON for metered customers. Amend to “Gale Motioned to retain the Sewer Usage Billing Rate same as FY 2015-2016 at \$687.66 PER EDU and \$7.53 PER GALLON for metered customers. **ELLSWORTH MOTIONED TO APPROVE CHANGES AS AMENDED, SECONDED BY RAINVILLE, ALL IN FAVOR.**

**5. CITIZENS COMMENTS: MOVED TO ITEM #1. A.**

**6. NEW BUSINESS:**

**A. WPCA OFFICE HOURS – OFFICE MANAGER POSITION:** Gale stated the new WPCA office hours are Wednesday 10:00 A.M. – 4:00 P.M. Possible Thursday hours if needed for meter readings.

**B. ANTICIPATED OFFICE MANAGER PROJECTS:** Housekeeping of files and eventually bringing WPCA files and records into Town Hall IT system.

**C. METER READING FOR FY 2016-2017:** Gale and Stadig to work on getting the meter readings done in July.

## 7. OLD BUSINESS:

**A. FY 2015-2016 BUDGET REVIEW:** Gale gave the Board the final figure for the Flow to Putnam, which was \$106,918.27. Ellsworth states the total revenue for FY 2015-2016 is \$184,890.39 and he is working on the new budget for FY 2016-2017.

**B. STATUS OF SEWER LINE:** Morse stated he spoke to First Selectman Walker about the fact that the Town has no “As-Built” drawings of the Woodstock Academy Sewer Line. First Selectman Walker to speak to CME to acquire the drawings.

## 8. SYSTEM MAINTENANCE UPDATE:

**A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE:** No updates.

## 9. FLOW REPORT:

**A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM FY 2016-2017:** No updates.

**B. QUARTERLY WATER METER READINGS FOR FY 2015-2016:** No updates.

## 10. PAYMENT OF BILLS:

### WPCA JUNE 28, 2016 BILLS

<u>VENDOR</u>	<u>LINE ITEM</u>	<u>CHARGES</u>
Stonebridge Press	500.00.211.00 WPCA – Legal Notices	\$ 58.80
LeClairRyan	500.00.212.00 WPCA- Legal Services	\$ 184.00
Eversource	500.00.224.00 WPCA – Lift Station CL&P Eversource	\$ 299.57
Woodstock Town Clerk	500.00.006.00 WPCA – Town Clerk Recording Fees	\$ 30.00
Frontier Communications	500.00.225.00 WPCA – Lift Station Telephone	\$ 32.99
Deep 6 Plumbing & Heating	500.00.218.00 Grinder Pump Repair	\$ 75.00

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	Grinder Pump Repair	
Deep 6 Plumbing & Heating	500.00.218.00	\$ 135.00
	Grinder Pump Repair	
<b>TOTAL AMOUNT DUE:</b>		<b>\$ 890.36</b>

**11. CORRESPONDENCE:** Gale discussed briefly an email he received from Steve Child regarding the flow totals from the Woodstock Fair.

**12. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR NEXT MEETING:**

- Morse to contact Mike Blackmar to get new contact information for the Lift Station at the Woodstock Fair
- Gale and Stadig to work on Meter Readings.

**13. ADJOURNMENT: MORSE MOTIONED TO ADJOURN THE MEETING AT 8:28 P.M., ELLSWORTH SECONDED, ALL IN FAVOR.**

Respectfully submitted,

Cheryl Stadig  
Executive Administrator